

***-APPLICATION PACKET-***



Prepared by: Planning & Development Services  
City of Flagstaff  
211 W. Aspen Street  
Flagstaff, Arizona 86001  
928.779.7631

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January 10, 2008

Property Owner, Developer and Design Professional,

Thank you for your interest in developing in the City of Flagstaff where, as citizens and staff, we are proud of our City. Over the past years, the City of Flagstaff created land development codes and design regulations to ensure quality development throughout our community.

When considering the possibilities to develop your property and performing due diligence, please familiarize yourself with the City of Flagstaff's Land Development Code which is found at the City's website, <http://www.flagstaff.az.gov> and, more specifically, at <http://www.flagstaff.az.gov/DocumentView.asp?DID=78>. A good start is to review Chapters 10-02 and 10-03 for the property's *zoning district use and development standards*. Second, review Chapter 10-11, *Subdivision and Minor Land Division Regulations for processing requirements*. Third, acquaint yourself with the *design requirements* specifically found in Division 10-11-009, *Design Standards and Requirements* and Chapter 10-16, *Design Review Guidelines*.

As of January 18, 2008, the City of Flagstaff adopted a three step process to subdividing property consisting of a Conceptual, Preliminary and Final Plat. For a 'nuts and bolts' understanding of the subdivision process, please obtain a copy of the "Subdivision Platting, Information and Processing" packet which contains easy to read flowcharts.

As a final step to performing due diligence, you may choose to contact a Planning Development Manager within the Current Planning Section to arrange for a free "Pre-application Meeting", where City staff will be available to discuss your project in respect to applicable codes, potential design issues and policies that may affect your project. This optional meeting is highly advisable to those unfamiliar the City of Flagstaff's process and codes.

Within this "Subdivision Platting, Application Packet", you will find the necessary documents and forms in order to submit subdivision applications -- from Conceptual to Final Plat. The Application Packet contains the following:

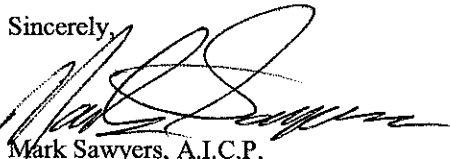
1. "Subdivision Review Application" (*Please retain and make copies for subsequent platting applications.*)
2. Development Master Plan, Application and Checklist
3. Conceptual Plat, Application and Checklist
4. Preliminary Plat, Application and Checklist
5. Final Plat, Application and Checklist
6. Minor Land Division, Application and Checklist
7. Fee schedule
8. Development Review Board – Submittal Deadlines and Meeting Dates

Applications for subdivisions shall consist of the following:

1. A complete "Subdivision Review Application"
2. A complete "Application and Checklist" (e.g. Conceptual, Preliminary and Final Plat)
3. Fees

On behalf the City of Flagstaff's Planning and Development Services, thank you and we look forward to working with you. If you should have any questions, please contact the Current Planning Section at 928-779-7631 where you will be directed to the appropriate staff to answer questions or schedule an appointment.

Sincerely,



Mark Sawyers, A.I.C.P.  
Planning & Development Supervisor  
Current Planning Section

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## Subdivision Review Application

**SUBD.**

rev. 12/26/07

**Note to applicants:** Please complete a "Subdivision Review Application" and provide an initialed "Application and Information Checklist" form along with the required number of plans and information as appropriate for a Development Master Plan, Minor Land Division, Conceptual, Preliminary or Final Plat. Incomplete submittals will not be scheduled. In addition to the Subdivision Plat Application Fee, an Administrative Fee of \$250 per application is charged.

Site address:		Assessor's parcel number:	
Subdivision, tract & lot number:		Zoning district:	Regional Plan category: Flood zone:
Existing use:		Size of site (square feet or acres):	
Surrounding land uses: (e.g. Res, Com, Ind)	North:	South:	East: West:
Requested Review:	<input type="checkbox"/> Development Master Plan <input type="checkbox"/> Preliminary Plat - DRB <input type="checkbox"/> Final Plat - DRB & City Council <input type="checkbox"/> Conceptual Plat <input type="checkbox"/> Preliminary Plat - P&Z and City Council <input type="checkbox"/> Minor Land Division		

Project name:		Proposed use:		
Use:	# of Lots	# of Units	# of Acres per Use	Building Square Feet
Office				
Retail				
Industrial				
Multi-family: market rate units				
Multi-family: affordable units				
Town home: market rate units				
Town home: affordable units				
Duplex: market rate units				
Duplex: affordable units				
Single-family: market rate units				
Single-family: affordable units				
Other				

Property owner:		Email address:	
Address:		City, State & ZIP:	
Phone:	Fax:	Cell phone:	

Project's representative:		Email address:	
Address:		City, State & ZIP:	
Phone:	Fax:	Cell phone:	

Applicant:		Email address:	
Address:		City, State & ZIP:	
Phone:	Fax:	Cell phone:	
Applicant's signature:		Date:	

**Below, Office Use Only.**

DRB #:	PCPR / PSPP / PPPL / PFPL #:		Date Stamp Received:
Staff Assignments:	Plan:	Eng:	Fire:

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## Development Master Plan

### Application Information and Checklist

Initials indicate  
items submitted.

**Applicant Staff**

**THE FOLLOWING MATERIALS SHALL BE SUBMITTED IN WHOLE UPON APPLICATION. ANY MATERIALS MISSING SHALL CAUSE REJECTION OF THE APPLICATION.**

#### **1. Submission Requirements**

All Development Master Plan applications must be accompanied by:

- 1.1. **Ten (10) copies** of complete Development Master Plan drawings (24" x 36" sheet)
- 1.2. **Electronic copy of all plans in either a .pdf, .jpeg or .tif file format.**
- 1.3. If the subdivider is not the current landowner of all the subject real property, **a signed and notarized statement** shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter.
- 1.4. A non-refundable, processing fee
- 1.5. Legal description of the property

All plans submitted with the application must be folded to approximately 8.5" x 11" in size for filing and routing.

#### **2. Development Master Plan**

*The Development Master Plan shall be prepared to scale and accuracy commensurate with its purpose, and shall include:*

- 2.1. General street pattern with particular attention to collector streets and future circulation throughout the larger land area, and proposed traffic impacts and access plan
- 2.2. General location and size of school sites, parks, or other public areas
- 2.3. Location of proposed land uses
- 2.4. Methods proposed for sewage disposal, water supply and storm drainage, and their general layout
- 2.5. Identification of the proposed phases of development, and the anticipated time frame for such development
- 2.6. General location of all natural resources and/or environmental constraints including but not limited to forests, floodplains, and steep slopes which will be affected by the proposed subdivision
- 2.7. General location of natural resources to be protected in the Development Master Plan
- 2.8. Pedestrian/bicycle circulation system concept

**Applications will not be accepted or scheduled until all of the submission requirements have been met.**

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## Conceptual Plat

### Application Information and Checklist

Initials indicate items submitted.

### **Applicant Staff**

**THE FOLLOWING MATERIALS SHALL BE SUBMITTED IN WHOLE UPON APPLICATION. ANY MATERIALS MISSING SHALL CAUSE REJECTION OF THE APPLICATION.**

## 1. Submission Requirements

**All Conceptual Plat applications must be accompanied by:**

- 1.1. **Ten (10) copies** of complete Concept Plat drawings (24" x 36" sheet)
- 1.2. **One (1) copy** of a Preliminary Resource Protection Plan (24" x 36" sheet)
- 1.3. **Electronic copy of all plans in either a .jpeg, .pdf, or .tif file format.**
- 1.4. If the subdivider is not the current landowner of all the subject real property, **a signed and notarized statement** shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter.
- 1.5. A non-refundable, filing and processing fee
- 1.6. Legal description of the property

All plans submitted with the application must be folded to approximately 8.5" x 11" in size for filing and routing.

## 2. Conceptual Plat

The Concept Plat must be drawn to a professionally accepted, engineering scale (i.e. 1 inch = 10 feet, 1 inch = 20 feet, 1 inch = 30 feet, etc.) and plotted on a sheet no larger than 24 by 36 inches in size.

**The Concept Plat must include the following basic information.**

- 2.1. Project Information
  - 2.1.1. Development name (e.g. A Conceptual Plat of XYZ)
  - 2.1.2. Site address
  - 2.1.3. Parcel number
  - 2.1.4. Scale, north arrow
  - 2.1.5. Size in acres
  - 2.1.6. Number of residential units and/or lots
  - 2.1.7. Area of non-residential buildings (sq. ft.)
  - 2.1.8. Underlying existing zoning and proposed zoning
  - 2.1.9. Preparer's Name and contact information, date prepared and legend
  - 2.1.10. Parcel boundaries and dimensions (existing and proposed)
- 2.2. Vicinity Map identifying the subject property in relation to a greater context
- 2.3. ***Within the subject site and extending 200' from the property's boundaries***, show the following:
  - 2.3.1. Contour lines at two-foot intervals (existing and approximate finished grade)
  - 2.3.2. Floodplains
  - 2.3.3. Dedicated rights-of-way and street names (existing and proposed with approximate grade calculation)
  - 2.3.4. Utilities(water, sewer, and fire hydrants/lines) size and type (existing and proposed)
  - 2.3.5. Easements
  - 2.3.6. Building footprints (existing and proposed)
  - 2.3.7. Points of access and driveways (existing and proposed)
  - 2.3.8. Clear view zones
  - 2.3.9. Pedestrian facilities/sidewalks (existing and proposed)
  - 2.3.10. Miscellaneous improvements on properties (e.g. signs, vertical elements, walls, fences)

***Within the subject site***, show the following:

- 2.3.11. Drainage systems on the site (existing and proposed)
- 2.3.12. Impervious surface calculations
- 2.3.13. Open space or parks (existing and proposed)
- 2.3.14. Landscaping calculations per the LDC

### **3. Preliminary Resource Protection Plan**

A preliminary resource protection plan shows the general location of natural resources on the site before and after the proposed development. The intent of this section is to identify resources early in the process such they could be taken into account during site planning. For the purposes of the preliminary resource protection plan, forest and slope resources may be estimated from the City's website utilizing the site's aerial photography and topography, respectively. Resources that must be estimated are listed below:

- 3.1. Forest canopy
- 3.2. Slope Analysis with sufficient data to allow independent verification of the slope  
Analysis shall indicate by area the following slope categories:
  - 17 % to 24.9 %
  - 25 % and greater
- 3.3. Architectural/historical preservation site
- 3.4. Wetlands

### **4. Descriptive Information** (submit on paper 8 1/2" x 11")

Per LDC 10-11-005-0002-A10 and subsections thereof, submit a written narrative describing the overall project. This narrative shall include information on the following issues regarding the proposed subdivision and surrounding land areas:

- 4.1. Proposed lot sizes
- 4.2. Proposed land uses in addition to residential uses
- 4.3. Primary access and interior circulation considerations relevant to the property, including vehicular, bicycle and pedestrian ways
- 4.4. Major washes and drainageways
- 4.5. Tentative proposals regarding solid and liquid waste disposal, storm sewer and electric and gas utility services
- 4.6. Generalized land uses in the vicinity of the site
- 4.7. Pending legal problems which may be associated with the property
- 4.8. General location of existing vegetation on the site.
- 4.9. Slope analysis
- 4.10. Existing site improvements
- 4.11. Known historical or archeological resources
- 4.12. Proposed arrangement of lots or units
- 4.13. Flood hazards.
- 4.14. Tentative proposals regarding traffic impacts
- 4.15. Preservation of special scenic locations and view corridors

**Applications will not be accepted or scheduled until all of the submission requirements have been met.**

## Preliminary Plat

### Application Information and Checklist

Initials indicate  
items submitted.

**Applicant Staff**

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**THE FOLLOWING MATERIALS SHALL BE SUBMITTED IN WHOLE UPON APPLICATION. ANY MATERIALS MISSING SHALL CAUSE REJECTION OF THE APPLICATION.**

**1. Submission Requirements**

All Preliminary Plat applications must be accompanied by:

- 1.1. **Ten (10) copies** of complete Preliminary Plat drawings (24" x 36" sheet)
- 1.2. One (1) copy, 8 ½" x 11" reduction of the Preliminary Plat drawing
- 1.3. One (1) copy, Preliminary Resource Protection Plan (24" x 36" sheet)
- 1.4. Electronic copy of all plans in either a .pdf, .jpeg or .tif file format
- 1.5. If the subdivider is not the current landowner of all the subject real property, a **signed and notarized statement** shall also be filed attesting that the owner grants to the subdivider authority to represent the owner in this matter.
- 1.6. Preliminary Title Report (Two copies)
- 1.7. One (1) copy, preliminary draft, of the proposed deed restrictions (Covenants, Conditions and Restrictions) for the proposed subdivision.
- 1.8. A non-refundable, filing and processing fee
- 1.9. Traffic Impact Analysis (TIA), four (4) copies if required. Please note, the TIA must be completed prior to the Development Review Board approval of the Preliminary Plat, therefore plan accordingly for this time-consuming report. The applicant shall arrange for "scoping meeting" with the Traffic Department after the Conceptual Plat Review.
- 1.10. Preliminary Stormwater Analysis Drainage Report, two (2) copies if required. Please note, the Stormwater Analysis must be completed prior to the Development Review Board approval of the Preliminary Plat, therefore plan accordingly for this time-consuming report
- 1.11. Water and Sewer Impact Analysis request to the City Utilities Department. Please note, the Water and Sewer Impact Analysis must be completed prior to the Development Review Board approval of the Preliminary Plat, therefore plan accordingly for this time-consuming report
- 1.12. Copy of the written Development Review Board's Conceptual Plat Conditions and Comments along with the applicant's response letter to each condition and comment
- 1.13. All plans submitted with the application must be folded to approximately 8.5" x 11" in size for filing and routing

**2. Preliminary Plat**

The Preliminary Plat must be drawn to a professionally accepted, engineering scale (i.e. 1 inch = 10 feet, 1 inch = 20 feet, 1 inch = 30 feet, etc.) not greater than 1"= 100'. The Preliminary Plat shall be plotted upon a sheet no larger than 24 by 36 inches in size. **In addition to the all information as required by the DRB's Conceptual Plat review conditions and comments, the Preliminary Plat must include the following basic information**

- 2.1. Notation of plat as a preliminary plat.
- 2.2. Proposed subdivision name and location by section, township, range, meridian and county. (Ord. 1997, 6-15-99)
- 2.3. Legal description of property involved and County instrument number. (Ord. 1997, 6-15-99)

- 2.4. Name, address, and phone number of subdivider(s)
- 2.5. Name, address, and phone number of person or firm preparing the plat
- 2.6. Name, address, and phone number of landowners by which title was conveyed (Warranty Deed, Quit Claim Deed, Purchase Agreement, etc.) if available.
- 2.7. Bar scale, north arrow oriented to top, right or left of sheet, and dates of preparation and any revisions. (Ord. 1997, 6-15-99)
- 2.8. Character and drainage of the land shall be indicated with topography of two foot contour intervals within the subdivision boundaries and two-hundred (200) feet from such boundaries. Direction of drainage flow shall be indicated.
- 2.9. Existing street dedications and lot lines of all adjacent properties. Subdivided properties must be indicated by subdivision name and Coconino County Recorder's Office Case and Map number; if unsubdivided land, property owner and Docket and Page shall be noted. (Ord. 1997, 6-15-99)
- 2.10. Location, dimensions, and names and types of all existing and proposed rights-of-way and easements within the subdivision boundaries and two hundred (200) feet from such boundaries shall be shown on the plat. (Ord. 1997, 6-15-99) Avigation easements, if appropriate
- 2.11. All existing features, including but not limited to, bridges, buildings, culverts, structures and driveway entrances within the subdivision boundaries and within a distance of two hundred (200) feet from such boundaries. Identify those which are to be removed and those to remain, and the date when any removals shall be completed. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted parcels within the plat (Ord. 1997, 6-15-99)
- 2.12. Existing zoning classification(s) within the subdivision boundaries and on abutting properties
- 2.13. Note gross acreage of the area being platted, and net acreage if applicable. (Ord. 1997, 6-15-99)
- 2.14. Boundaries of the platted property to be fully dimensioned. The complete boundary survey shall be based upon field work
- 2.15. Proposed street layout shall include street name, widths, alleys, crosswalks, and connections to adjoining tracts and clear view zones. Typical cross sections of all existing and proposed roadways shall be shown. (Ord. 1997, 6-15-99)
- 2.16. Parcels to be dedicated or reserved for school sites, parks, or other public use are to be indicated as such with intended use
- 2.17. Size of each lot, in square feet or acres. (Ord. 1997, 6-15-99)
- 2.18. Location map with north arrow, scale, site location, and existing points of reference. (Ord. 1997, 6-15-99)
- 2.19. Location and description of proposed and existing utilities within the subdivision and within two hundred (200) feet of the proposed development. Location of water and sewer mains with respect to property lines, easements and/or street center lines, with line sizes and valve locations shown. Reference by note the location and description of such utilities if not located within two hundred (200) feet of the proposed development. (Ord. 1997, 6-15-99)
- 2.20. The location of all proposed fire hydrants within the subdivision. (Ord. 1997, 6-15-99)
- 2.21. Approximate lot and tract dimensions, bearings and area, with each lot numbered individually and the total number of lots noted. (Ord. 1997, 6-15-99)
- 2.22. The location of vehicular non-access easements and non-typical building setbacks. (Ord. 1997, 6-15-99)

- 2.23. A typical maximum building envelope containing minimum building setbacks and maximum lot coverage permitted shall be noted on the plat
- 2.24. The preliminary plat shall include a site capacity analysis map and data sheet meeting the Requirements of Chapter 10-04. Site capacity analysis shall include all areas within the subdivision boundaries and access and utility corridors to the site if not existing
- 2.25. Gross and net densities/intensities by lot or platted area in accordance with the provisions of Chapter 10-04
- 2.26. Location of water wells, streams, ditches, washes, lakes, or other water features; direction of flow; 100-year flood plain; location and extent of areas subject to inundation, whether such inundation be frequent, periodic or occasional, within the subdivision boundaries and two hundred (200) feet beyond such boundaries. Also, the proposed location(s) of stormwater detention facilities shall be indicated. (Ord. 2000-08, 6/6/00)
- 2.27. Plans for resource preservation, management, and mitigation of adverse impacts on neighboring properties, in compliance with Chapter 10-04 of the Land Development Code, including bufferyards, where appropriate. (Ord. 1997, 6-15-99)
- 2.28. Opacity values and bufferyards, if applicable, in accordance with the provisions of Chapter 10-06 of this Code. (Ord. 1997, 6-15-99)
- 2.29. Traffic control devices.
- 2.30. Approval block for all utilities.
- 2.31. Certification block (Arizona Registered Land Surveyor seal and Arizona Registered Professional Engineer, if applicable).
- 2.32. Complete and accurate legend. (Ord. 1997, 6-15-99)
- 2.33. Boundary dimensions (to 0.01') and bearings (to 1"), recorded and measured. (Ord. 2000-08, 6/6/00)
- 2.34. Basis of bearing and record source
- 2.35. Detailed description of monuments, set and found. (Ord. 1997, 6-15-99)
- 2.36. Subdivision corners tied to two (2) City control points. (Ord. 1997, 6-15-99)
- 2.37. Boundary of platted property to have a mathematical closure of not less than 0.01 feet. All non-tangent curves shall include a radial bearing or chord bearing and length. (Ord. 2000-08, 6/6/00)
- 2.38. Approximate embankment and excavation quantities for the project. (Ord. 2000-08, 6/6/00)
- 2.39. All information on the plat must be legible.
- 2.40. Approved street names (Consult with Engineering Department for proposed names)

**3. The preliminary plat shall contain the following information with respect to proposed utilities:**

- 3.1. It is the responsibility of the subdivider to furnish the Arizona Department of Environmental Quality (A.D.E.Q.) and City Engineer such evidence as that ADEQ may require to its satisfaction as to design and operation of sanitary sewage facilities proposed. A statement as to the types of facilities proposed shall appear on the preliminary plat application.
- 3.2. As to water supply and facilities, the subdivider shall show evidence of adequate volume and quality satisfactory to the City Engineer.
- 3.3. The preliminary plat submittal shall include preliminary calculations and a description of proposed stormwater disposal outlets to the satisfaction of the City Engineer.

#### **4. Resources Protection Plan**

A preliminary resource protection plan shows the general location of natural resources on the site before and after the proposed development. Resources that must be calculated are listed below:

- 4.1. Forest canopy
- 4.2. Slope Analysis with sufficient data to allow independent verification of the slope  
Analysis shall indicate by area the following slope categories:
  - 17 % to 24.9 %
  - 25 % and greater
- 4.3. Rural Floodplain
- 4.4. Architectural/historical preservation site
- 4.5. Wetlands

#### **5. Review Agency Notification and Written Response**

- 5.1. As a prerequisite of preliminary plat review by the Planning and Zoning Commission, the subdivider shall inform the appropriate public utilities, cable television and communication companies, school districts, U.S.D.A. Soil Conservation Service, and Coconino County Health Department, and where land abuts a state highway, the Arizona Department of Transportation, Coconino County Flood Control District, and the Coconino County Community Development Department if tract is adjacent to unincorporated area, of the preliminary plat and learn the general requirements for sewage disposal, water supply and public dedications applicable to their needs. Provide copy of the letter(s) and agency mailing contact list.
- 5.2. Written recommendations from the review agencies shall be transmitted to the Planning Division with the preliminary plat application. No preliminary plat shall be scheduled for review by the Planning and Zoning Commission without written responses from the above agencies or copies of the applicant's letters to those agencies. (Ord. 1997, 6-15-99)

#### **6. A preliminary plat submittal for a condominium subdivision shall include the following additional information as required by ARS 33-1219:**

- 6.1. The plat shall be clear and legible, and is a part of the declaration
- 6.2. The plat shall show the following:
  - 6.2.1. The name of the condominium
  - 6.2.2. The boundaries of the condominium and a legal description of the real estate included in the condominium
  - 6.2.3. The extent of any encroachments on any portion of the condominium
  - 6.2.4. To the extent feasible, the location and dimensions of all easements serving or burdening any portion of the condominium
  - 6.2.5. The location and dimensions of the vertical boundaries of each unit, and each unit's identifying number
  - 6.2.6. Any horizontal unit boundaries, with reference to an established datum, and each unit's identifying number
  - 6.2.7. Any units with respect to which the declarant has reserved the right to create additional units or common elements, identified appropriately
  - 6.2.8. The location and dimensions of all real estate subject to the development right of withdrawal identified as such
  - 6.2.9. The location and dimensions of all real estate in which the unit owner will only own an estate for years labeled as a "leasehold condominium"
  - 6.2.10. The distance between noncontiguous parcels of real estate comprising the condominium
  - 6.2.11. The location and dimensions of limited common elements, including porches, balconies, patios and entryways
  - 6.2.12. Any other matters the declarant deems appropriate.

**Applications will not be accepted or scheduled until all of the submission requirements have been met.**

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
\_\_\_\_\_

## Final Plat

### Application Information and Checklist

Initials indicate  
items submitted.

**Applicant Staff**

\_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING MATERIALS SHALL BE SUBMITTED IN WHOLE UPON APPLICATION. ANY MATERIALS MISSING SHALL CAUSE REJECTION OF THE APPLICATION.**

**1. Submission Requirements**

All Final Plat applications must be accompanied by:

- 1.1. A complete "Subdivision Review Application" form
- 1.2. Ten (10) paper copies of the Final Plat reproduced in the form of blue or black line prints on a white background
- 1.3. A non-refundable final plat-filing fee to compensate the City for the costs of examining and processing the subdivision plat and subsequent field investigation. (Ord. 2002-15, 11-05-02)
- 1.4. One (1) duly notarized title of record statement for the property involved from a state-registered title company
- 1.5. One (1) copy of the final draft of the deed restrictions (Covenants, Conditions, and Restrictions) to be recorded with the final subdivision plat
- 1.6. **City/Subdivider Agreement executed by the Subdivider**
- 1.7. The subdivider shall submit copies of the final plat to the appropriate public/quasi-public utility agencies prior to seeking City Council action on a final plat. Written comments by the agencies shall be made to the Planning Division as a part of the application. The Planning Director, or his authorized representative, shall submit the final plat application together with the utility agencies' comments to the City Council
- 1.8. A non-refundable, filing and processing fee
- 1.9. All lands to be dedicated to the City that are not considered right-of-way require a warranty deed to be recorded with the final plat
- 1.10. Electronic copy of all plans in either a .pdf, .jpeg or .tif file format

**2. Final Plat**

The Final Plat must be drawn to a professionally accepted, engineering scale (i.e. 1 inch = 10 feet, 1 inch = 20 feet, 1 inch = 30 feet, etc.) not greater than 1"= 100'. The Final Plat shall be plotted upon a sheet no larger than 24 by 36 inches in size. The Final Plat must include the following basic information:

- 2.1. A title which includes the name of the subdivision and its location by number of section, township, range, meridian and county. (Ord. 1997, 6-15-99)
- 2.2. Name and address of subdivider (record owner), and name, address, registration number, and seal of the registered land surveyor preparing the plat
- 2.3. Name, address, and registration number of the registered civil engineer responsible for the preparation of the engineering drawings that are necessary for the proposed subdivision
- 2.4. Utility companies' signatures and date
- 2.5. Bar scale, north arrow oriented to top, right or left of sheet, and date of plat preparation. (Ord. 1997, 6-15-99)

- 2.6. Boundaries of the tract to be subdivided shall be mathematically correct and show all record and measured bearings and distances. Boundary dimensions to 0.01' and bearings to 1" shall be shown, as well as a description of all found monuments. (Ord. 1997, 6-15-99)
- 2.7. Any excepted parcel or parcels within the plat boundaries shall be accurately described by bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed to 0.01 feet and bearings to 1 second. (Ord. 1997, 6-15-99)
- 2.8. Record basis of bearing and two corners of the subdivision shall be tied by course and distance to separate survey monuments approved by the City Engineer. (Ord. 1997, 6-15-99)
- 2.9. Names, centerlines, right-of-way lines, courses, lengths, and widths of all public streets, alleys, and easements to be dedicated. Points of tangency of all curvilinear streets and alleys shall be shown. Curve data shall include radius, length, central angle, and radial bearings (or chord bearing and chord length) on non-tangent curves. (Ord. 1997, 6-15-99)
- 2.10. Location, dimensions, and area (square feet or acres) of all lots and tracts shall be shown. Lot dimensions and appropriate bearings shall be indicated for all lot lines. In areas subject to flooding, minimum finished first floor elevations shall be shown as may be recommended by the appropriate authority. (Ord. 1997, 6-15-99)
- 2.11. All lots shall be numbered consecutively throughout the plat. Tracts for school sites, parks, open space areas or other public uses shall be so designated, lettered or named, and clearly dimensioned. (Ord. 1997, 6-15-99)
- 2.12. The accurate outline of all property which is offered for dedication for public use and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision shall be shown.
- 2.13. Subdivision name, case number, and map number of adjacent recorded subdivisions, with location of existing adjacent lots, easements, and rights-of-way shown, or Docket and Page where appropriate. All proposed conditions shall be graphically differentiated from existing conditions on adjacent properties and on excepted parcels within the plat. (Ord. 1997, 6-15-99)
- 2.14. The following notation shall be placed upon all final plats for public utility easements: "Except for construction and improvements by governmental entities and certificated public utilities, construction and improvements within utility easements shall be limited to only the following: (Ord. 1997, 6-15-99)
  - 2.14.1. Removable wood, wire or section-type fencing; (Ord. 2000-08, 6/6/00)
  - 2.14.2. Construction, structures or building expressly approved in writing by all public utilities which use or shall use the utility easement."
- 2.15. Statement and acknowledgment of the dedication of all streets, alleys, drainageways, utility easements, crosswalks, bike paths, pedestrian ways, including but not limited to sidewalks, crosswalks and trails, and other easements for public use by the persons holding title of record, by persons holding title as vendees under land contract, and by wives of said parties, if jointly owned. If lands dedicated are mortgaged, the mortgagee shall also sign the plat. Dedications shall include a written location by section, township, and range of the tract. If the plat contains private streets, provisions should be made so that the public utilities reserve the right to install and maintain utilities above, on, and below such private streets or ways
- 2.16. The following certifications must be included on the final plat in the form as determined by the Planning Director:
  - 2.16.1. Certification by a registered land surveyor that the plat is correct and accurate, and that the monuments described in it have been located as described
  - 2.16.2. Certification of plat approval by the City Engineer
  - 2.16.3. Certification of plat approval by the Chairperson of the Development Review Board
  - 2.16.4. Certification of plat approval by the City Council

- 2.17. The location of appropriate vehicular non-access easements as well as intersection clear view zones if on-lot, shall be included on the plat. (Ord. 1997, 6-15-99)
  - 2.18. A typical maximum building envelope containing minimum building setbacks, opacity values and bufferyards if applicable, and maximum permitted lot coverage shall be shown on the plat. Non-typical building envelopes shall be shown on the individual lots which are affected. (Ord. 1997, 6-15-99)
  - 2.19. Site capacity calculations, base site area, and total resource protection lands, by lot or platted area, and required opacities bufferyards, if applicable, shall be noted on the plat. (Ord. 1997, 6-15-99)
  - 2.20. Drawings of Final Plat, digital and hard copy, in accordance with the provisions of current City of Flagstaff Engineering Standards. (Ord. 1997, 6-15-99)
  - 2.21. Complete and accurate legend
  - 2.22. Location map with north arrow. (Ord. 1997, 6-15-99)
  - 2.23. All information on the plat must be legible. (Ord. 1997, 6-15-99)
3. **A final plat submittal for a condominium subdivision shall also include the additional information as required by ARS 33-1219 described in Section 10-11-007-0002H.**

**Applications will not be accepted or scheduled until all of the submission requirements have been met.**

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# FEEES

The following fees have been abstracted from City of Flagstaff, Ordinance 2006-12, New Development Fees and Memo-87 that describes the changes as a result of Ordinance 2006-12. In addition to the "Application Fee", an "Administrative Fee" of \$250 is charged with each application unless exempted, as indicated with an asterisk (\*).

## I. Subdivision Plat Application Fees

- |                             |          |                           |
|-----------------------------|----------|---------------------------|
| a. Development Master Plan  | \$ 1,500 | Plus \$150/acre           |
| b. DRB Conceptual Plat      | \$ 250   | *Administrative Fee only  |
| c. Preliminary Plat - DRB   | \$ 1,500 | Plus \$50 per lot/unit    |
| d. Preliminary Plat - P&Z   | \$ 250   | *Administrative Fee only  |
| e. Final Plat               | \$ 1,000 | Plus \$20.00 per lot/unit |
| f. Minor Land Division      | \$ 500   |                           |
| g. Condominium              |          |                           |
| i. Conceptual Plat          | \$ 250   | *Administrative Fee only  |
| ii. Preliminary Plat - DRB  | \$ 1,500 | Plus \$50 per lot/unit    |
| iii. Preliminary Plat - P&Z | \$ 250   | *Administrative Fee only  |
| iv. Final Plat              | \$ 1,000 | Plus \$20.00 per lot/unit |

## II. Appeals

- |                    |        |            |
|--------------------|--------|------------|
| a. To P&Z          | \$ 450 | Per appeal |
| b. To City Council | \$ 450 | Per appeal |

## III. Administrative Fees

	\$ 250
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## IV. Recording Fees

The City Clerk calculates the fees based upon Coconino County Recorder's fees for filing a Final Plat and recording the number of pages associated with CCR's (if any) and the City/Subdivider Agreement. Please refer to Coconino County's website, <http://www.coconino.az.gov>, for up-to-date information regarding recording fees.

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# Conceptual Plan & Development Review Board

## Submittal Deadlines and Meeting Dates

(Revised 11/1/07)

\*Review times may be 1, 3, 5, or 7 weeks as determined by the Planning Development Manager, who will contact the applicant regarding scheduling.

### Deadline for Submittals

11:00 am, Tuesday Conceptual

2:00 pm, Tuesday, Formal

18 September 2007

2 October 2007

16 October 2007

30 October 2007

13 November 2007

27 November 2007

11 December 2007

26 December 2007 (Wednesday)

8 January 2008

22 January 2008

5 February 2008

19 February 2008

4 March 2008

18 March 2008

1 April 2008

15 April 2008

### Formal DRB Schedule

9:00 am, Thursday (*Staff Only*)

1:30 pm, Thursday (*Formal DRB  
Hearing*)

27 September 2007

11 October 2007

25 October 2007

8 November 2007

21 November 2007 (Wednesday)

6 December 2007

20 December 2007

3 January 2008

17 January 2008

31 January 2008

14 February 2008

28 February 2008

13 March 2008

27 March 2008

10 April 2008

24 April 2008

8 May 2008

29 April 2008  
13 May 2008  
27 May 2008  
10 June 2008  
24 June 2008  
8 July 2008  
22 July 2008  
5 August 2008  
19 August 2008  
2 September 2008  
16 September 2008  
30 September 2008  
14 October 2008  
28 October 2008  
10 November 2008 (Monday)  
25 November 2008  
9 December 2008  
23 December 2008  
6 January 2009

22 May 2008  
5 June 2008  
19 June 2008  
3 July 2008  
17 July 2008  
31 July 2008  
14 August 2008  
28 August 2008  
11 September 2008  
25 September 2008  
9 October 2008  
23 October 2008  
6 November 2008  
20 November 2008  
4 December 2008  
18 December 2008  
**No meeting 1 January, 2009**  
15 January 2009  
29 January 2009